

Job Description: Technology Analyst



Position: Technology Analyst

Reports to: Operations Director

Generic Role:

The Technology Analysts role within ITF is fundamental to its operation. The Analyst will take ownership and control of the ITF process which identifies, co-ordinates, and disseminates the key data required for successful functioning of the ITF operation. The analyst will contribute to the development of the ITF process and promote ITF externally.

Principal Roles and Responsibilities:

Theme Activity - Provide support to Technology Managers throughout the entire lifecycle of a theme, which typically consists of the following tasks:

Theme definition – prepare call content – issue call for proposals to targeted developers – administer submissions (first pass reviews & Q&A's) – issue submissions to members - collate feedback – conduct due diligence – assist in 'Technical Clarification' meetings – attend / assist project kick-off meetings.

- Analysts will be assigned tasks by the Technology Managers at a weekly task setting meeting. Continuity will be maintained where possible, to ensure efficient working. Planning and foresight at the weekly task setting meeting is required and must take part-time hours and staff holiday periods into account.
- Administrative tasks to be assigned or delegated to an administrator / technical assistant at or following the weekly task setting meeting.
- Developer proposals are dynamic – analysts must ensure corporate records remain up to date.
- Analysts to develop relationships with member companies and developers.
- Analysts will be assigned to work primarily on a given theme, whilst recognising that there is a need for a pooled resource.
- Technology Managers to arrange timing of themes to ensure there is no undue overlap. Make a theme planning calendar available to all staff and to stick to it.
- Analysts to contribute to technical discussion meetings.

Proposal Reviewing / Due Diligence

- Analysts to generate a procedure document explaining the steps taken by ITF in conducting due diligence on proposals. This will clearly set out to Members what we do and what we don't do. The content of this document will be along the following lines:
 - Due diligence will be undertaken on all proposals (this will focus on proposals that have the most interest and greatest likelihood of being supported).
 - The onus is to be placed on the technology developer to demonstrate what steps they have taken to protect their intellectual property and to communicate this clearly on the proposal form. Analysts to check.
 - The technology developer is also expected to state the position of their technology relative to other technologies under development or on the market. Analysts to check.

- Analysts to investigate the track record (commercial position) of a technology developer (may require Dun & Bradstreet check or Companies House).
- More in-depth investigation may be provided at the request of an ITF Member company at cost, where concerns or special circumstances exist.
- ITF will not offer an opinion on possible patent infringement, if required this could be provided at cost by an external resource such as the UK Patent Office or suitably qualified patent agents.
- It is recognised that due diligence is extremely difficult to conduct, for the majority of submissions, in the Subsurface area. For this reason due diligence activities on specific proposals to be agreed with the Subsurface Technology Manager.

Expertise/Capability Database - ITF has an existing database, established with DTI endorsement, www.ukoilresearch.info, which currently contains 278 department expertise entries and 79 research facility entries. The Technology Analyst will provide input to keep this up to date as required by changing needs that may be defined from time to time.

Monitoring of Ongoing Projects

- Primary responsibility for monitoring / managing ongoing projects lies with the Technology Managers. Analysts are to provide assistance to the Managers in carrying out this duty, which may require the Analyst on occasions to deputise for the Manager at, for example, Steering Group Meetings for a JIP. A full briefing will be provided by the Technology Manager before the meeting takes place.
- Technology Managers are responsible for making available any notes / emails for the benefit of the company and for storing this information in the appropriate place on the corporate server (T: drive). Analysts are to assist in the recording/storing of this information.

Monitoring of Completed Projects

- Analysts to monitor status of completed ITF JIPs and implementation.
- Analysts are responsible for maintaining the corporate memory of all ITF launched projects. Technology Managers to assist in this process by making available any notes / emails or by storing this information in the appropriate place on the corporate server (T: drive).
- Technology Managers to use every opportunity to update status of projects, through networking with developers / members. This activity is linked to technology delivery and may lead to further project creation, project management intervention or providing assistance with field trials.

Statistics / Data Collection

- Analysts to record information on the number of projects launched and amount of funding provided.
- Analysts to record details of proposals received and the outcome.

Other Duties

- Analysts will be required from time to time to prepare and deliver presentations on behalf of ITF at conferences, seminars, and provide project update presentations at Members meetings.

- Analysts will be required from time to time to write technical articles for publication in industry and other academic journals either in their own right or in collaboration with other members of ITF staff.
- To work on special projects as may be identified from time to time.
- To act as joint custodian of the ITF technical library.

Qualification and Experience:

Degree in technical/science area and/or information management, would suit recent graduate.

Required Competencies:

- IT literacy and full familiarity with on-line search facilities.
- Ability to recognise important facets of a particular technology or proposal.
- Ability to interpret requests for information.
- Ability to work under pressure.
- Attention to detail.
- Ability to prioritise and manage workload.
- Ability to contribute to team working.